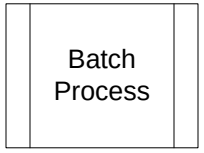
# Cardinal

## Cardinal Flowcharting Standards

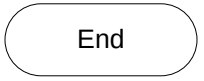
Template Key

Represents a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

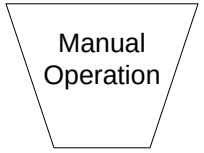
Indicates point at which the process begins. Does not represent any activity.



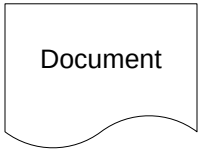

Represents a batch process within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.



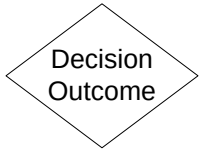

Indicates point at which the process ends. Does not represent any activity.



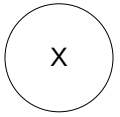

Represents a process or step that is performed manually. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.




Represents a document of any kind, either electronic or hard copy

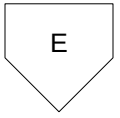



Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding. NOTE: this symbol itself does NOT represent any activity, and should not be given an identifier.




On-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information




Inter Process Connector. Used to connect steps between business processes. Connectors are labeled with UPPER CASE letters.

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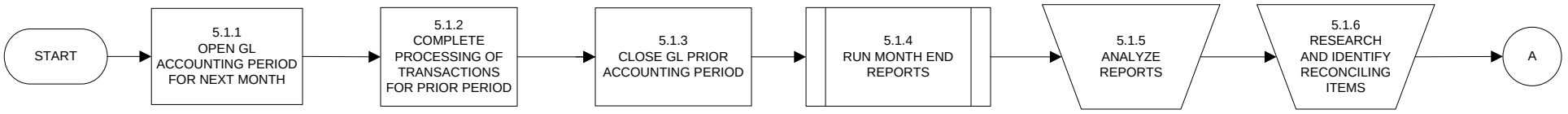
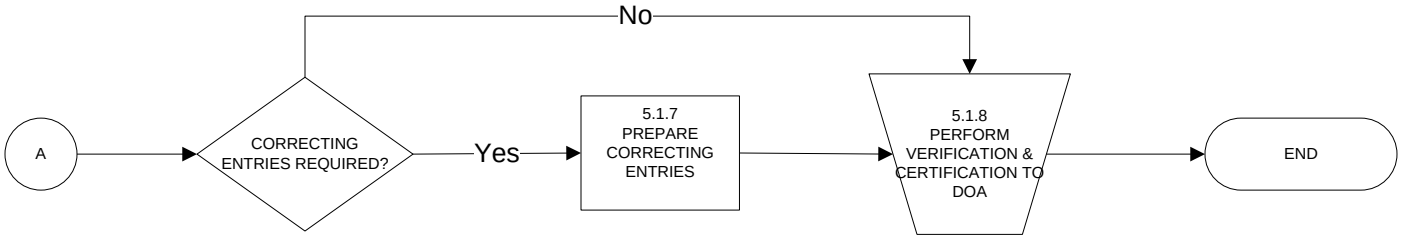
## GL 5 Period Close – 5.1 Month End Close




Trial Balance (GLS7012) and Reconciliation by System Source (FIN5001). Custom reports to be determined.

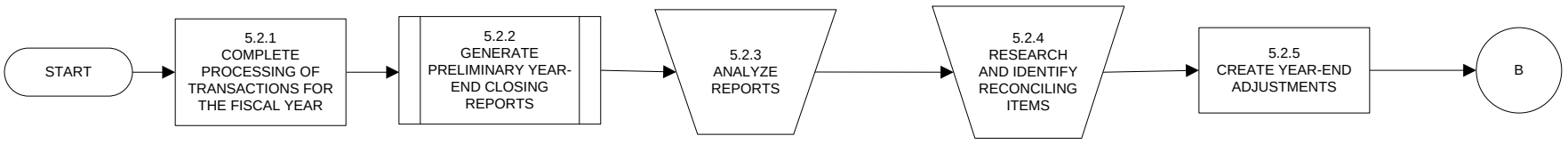



Correcting entries could be done in GL, sub-modules or external systems in the current period

Certification to DOA is completed by Agency Fiscal Officer on a monthly basis.

# Cardinal

## GL 5 Period Close – 5.2 Year End Close

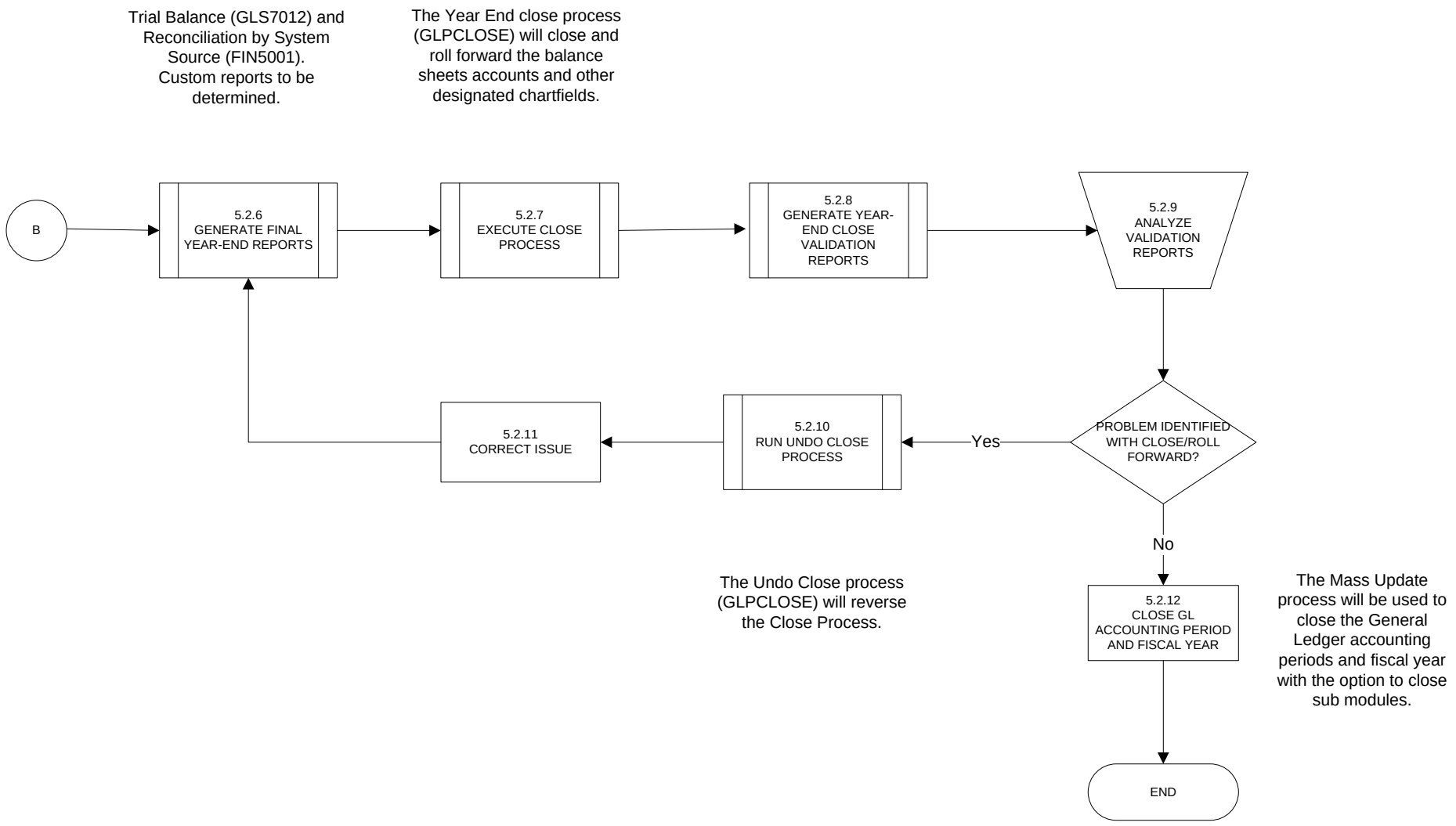



Trial Balance (GLS7012) and Reconciliation by System Source (FIN5001). Custom reports to be determined.

Year End adjusting entries will be made in the General Ledger module

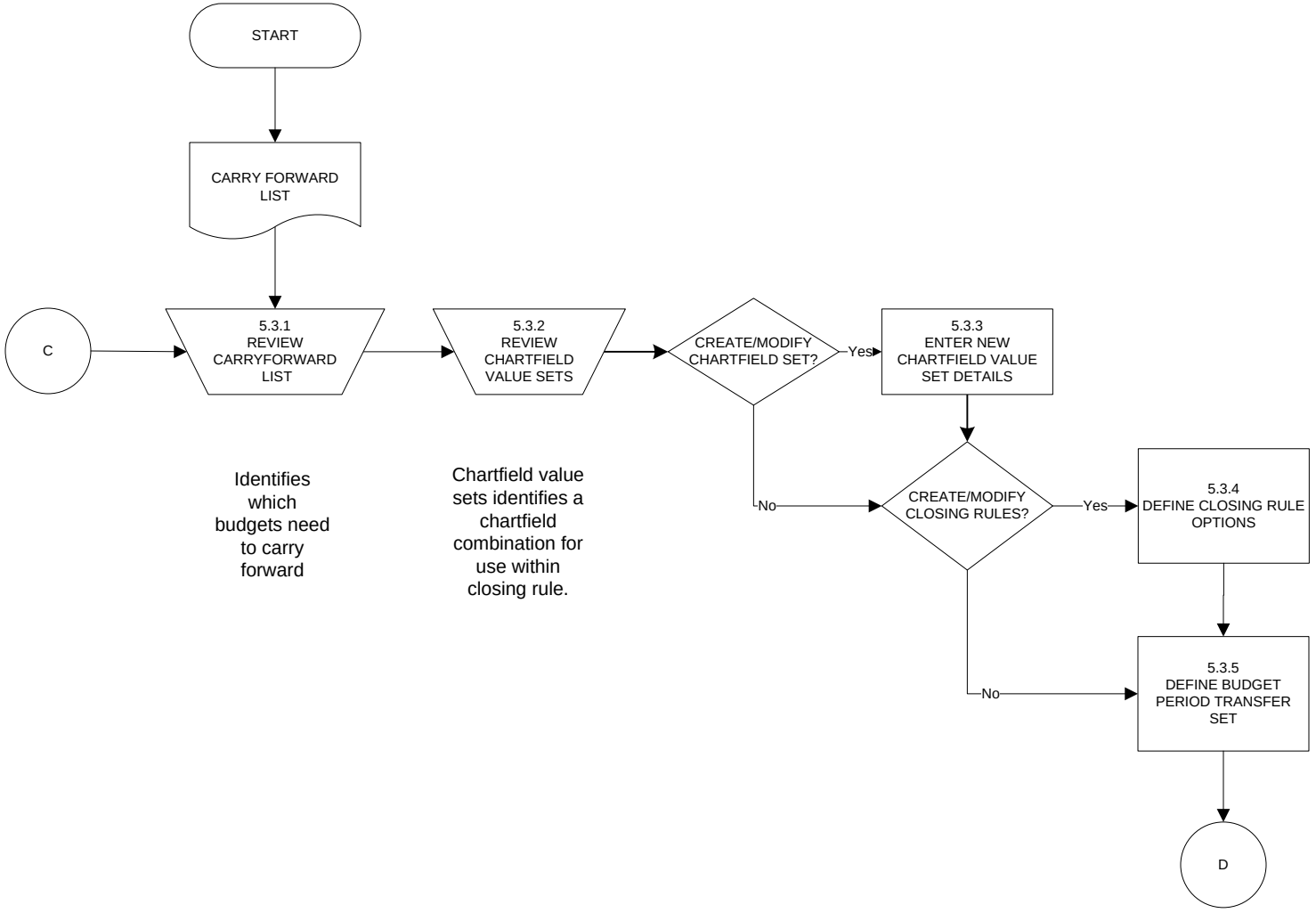
# Cardinal

## GL 5 Period Close – 5.2 Year End Close, Continued



# Cardinal

## GL 5 Period Close – 5.3 Budget Year End Close



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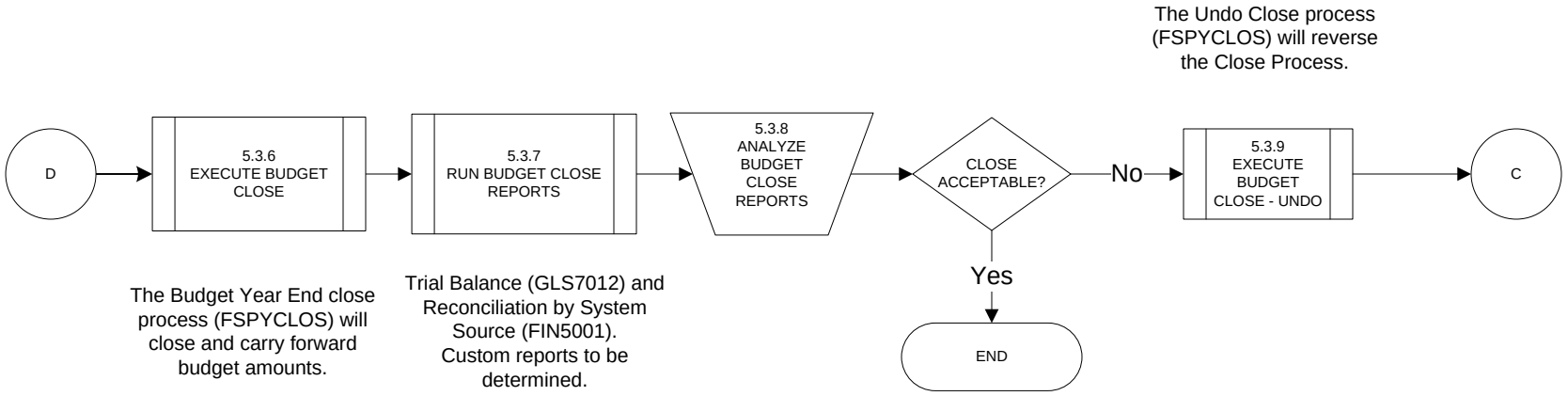
## GL 5 Period Close – 5.3 Budget Year End Close, Continued